



Utah travelnews

State of Utah Travel Office
450 N State Street
Room 4120 State Office Building
Salt Lake City, Utah 84114-1031

www.statetravel.utah.gov

A publication of the Department of Administrative Services, Division of Fleet Operations

State Travel Annual Travel Training

This year, the annual travel training is scheduled to be held on Tuesday, June 10, 2014 from 9:00am to 12:00pm in the State Office Building Auditorium. This training is designed to provide procedural guidelines for beginner as well as experienced travel planners. It will outline procedures and policies when booking business travel on behalf of State of Utah travelers. The intent of this training is to increase travel planners' efficiency in booking business travel and also to improve knowledge of the travel accounting policies and procedures.

To sign up for the training, please go to the travel website located at www.statetravel.utah.gov and click on the travel training link in the right column. This will bring you to a calendar. Click on June at the top and you will find the sign up link on the 10th.

This year there were not a lot of changes to the policy but we will be covering the policy in full, highlighting the key points. We are currently reviewing the meal and lodging per diem rates for in-state travel as well as the mileage rates. The new rates for FY'14 will be discussed.

We will also be giving an update on all of the current contracts and agreements we have in place with Christopherson Travel, Delta Airlines, Enterprise Rent-A-Car, National Rent-A-Car, Hertz Rent-A-Car and UMB Bank. Our hotel agreements and information on travel insurance will also be discussed.

In-Person Travel Trainings

For those that are unable to attend the annual travel training, Tami Nelson and Kevin Lucas are available to conducting individual trainings for departments at anytime throughout the year. They are able to go to your office and meet with your employees specifically. If anyone is interested in this type of training, contact Tami Nelson at 801-538-3109 or taminelson@utah.gov.

New Requirement for Booking Travel

PLEASE NOTE: THIS REQUIREMENT IS FOR STATE AGENCIES ONLY.

When booking airline tickets, beginning Monday, April 17, travelers and travel planners must provide the contracted travel agent doing the booking with their ELCID Code. There are now four things total that are required in order for the agents to be allowed to book airline tickets.

1) Unit Number, 2) Travel Authorization Number, 3) The Last Four Numbers of the BTA, 4) ELCID Code. These requirements are not needed if booking hotels or cars only.



HELP!

**Main Reservation Line
During Business Hours,
8am to 5pm, M-F**

(801) 538-3350

**In-State Toll Free
During Business Hours,
8am to 5pm, M-F**

(866) 489-9834

**Emergency Line During
Business Hours, 8am to
5pm, M-F (if traveling
within 24 hours only)**

(801) 537-9124

FAX:

(801) 538-3485

**After Hours Emergency
Hotline , 5pm-8am, M-F
(all day on weekends
and holidays)**

(888) 739-7018



Travel Insurance

Risk Management has an arrangement for travel insurance. The premiums are incredibly low for the substantial coverages included. This can be utilized for domestic or international travel. Though, we highly recommend that this is considered for any international travel for all state travelers. The department would need to contact the insurance company directly for rates and coverages by identifying yourself as being with the State of Utah and your department. Our contact for the insurance company is listed below...The insurance cost would be reimbursable as a miscellaneous expense if approved by your Executive Director or designee.

Julie Umphries, Moreton & Company
(801) 715-7108
jumphries@moreton.com

In-State Enterprise Rentals

We wanted to remind everyone that all in-state Enterprise Rent-A-Car reservation requests that are submitted outside of our normal business hours (Monday - Friday 8a-5p) will be processed our next business day. We are continuing to see a lot of requests come in outside of these hours for early morning rentals. So just be aware these rentals may not be confirmed when the employees are expecting the vehicle to be ready.

Did You Know?

Alaska Airlines recently announced 11 new nonstop flights daily from Salt Lake City to several cities on the west coast, Las Vegas, and Boise. This is incredibly exciting for our area as that gives us more options for our travel needs. The new services will begin in the middle of June.

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